




Introducing the National Guard Performance Appraisal Application (PAA)

This briefing is
UNCLASSIFIED



Annual Appraisal- Employee

 **Performance Appraisal Application (PAA)**
Version 3.0

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Employee

Performance Appraisal Application Main Page

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Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Blomme, Domingo X

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Blomme, Domingo X	Rhynes, Conrad Z	2009	211	16-Mar-2009	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>

Select the link to search for completed plans.
[Show Completed Plans/Appraisals](#)


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To begin the Annual Appraisal the employee selects Update and then the Go button.



Annual Appraisal- Employee

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NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
 Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Plan Details Mission Goals Job Objectives Approvals & Acknowledgments

Plan Details
 This screen provides information about the status of your performance plan. [Need Help?](#)

- Update your Appraisal Type and Appraisal Dates, if necessary. **Important Note:** The Appraisal Period Start Date represents the start of your performance evaluation period under this plan. Certain information such as your pay grade and step will be populated on your appraisal form based on this date. For additional guidance select the 'Need Help?' link.
- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the plan to your Rating Official.

To change a Rating Official and/or Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button. When done, select the 'Next' button or the 'Mission Goals' tab.

Change Rating Official or Higher Level Reviewer

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
Appraisal Period Start Date	01-Oct-2008	Plan Last Modified	
Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

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NEXT>

The employee would then select the Annual Appraisal Tab.



Annual Appraisal- Employee

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments

Assessments
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

[Need Help?](#)
[My Journal](#)

Job Objectives

Select	Order	Objective Title	Status	Weights % (Optional)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective

tester

Employee Self Assessment

This is where the employee inputs the Self Assessment.

This is where the employee would input their Annual Appraisal Self Assessment for each one of their job objectives.



Annual Appraisal- Employee

Performance Appraisal Application (PAA)

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NG PAA

Transfer to Rating Official Track Progress Return to Main Page

Employee Information
Employee Name: Blomme, Domingo X
[Show Employee Details](#)

Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments

Assessments
Select the 'My Journal' link to refer to or copy and paste any self-assessment information

Need Help
My Journal

Select	Order	ObjectiveTitle	Status	Weight % (Option)
<input checked="" type="radio"/>	1	test	APPROVED	
<input type="radio"/>	2	test	APPROVED	

Job Objective

tester

After completing the Self Assessment for each job objective the employee selects the Transfer to Rating Official button.



Annual Appraisal- Employee



Performance Appraisal Application (PAA)

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Employee Notification to Rating Official - Rhynes, Conrad Z

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

Message to Rating Official

This screen provides space for you to send your Rating Official a message regarding your Plan/Appraisal. After writing the message, select the 'Transfer to Rating Official with E-mail Notification' button to send the message.

Notice: You are about to contact Rhynes, Conrad Z by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non-public information such as social security numbers or privacy act information in your e-mail.

[Cancel](#) | [Transfer to Rating Official without E-mail Notification](#) | [Transfer to Rating Official with E-mail Notification](#)

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From this page the employee transfers the Annual Appraisal to the Rating Official for review and approval. If the employee transfers it using the Transfer to Rating Official with Email Notification option, the text box appears in the body of an email delivered to his/her email. The email address must be updated in My Biz or My Workplace for this functionality to work.



Annual Appraisal- Rating Official

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Version 3.0

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Rating Official/Higher Level Reviewer

Performance Appraisal Application Main Page

[Need Help?](#)

Warning: The Performance Appraisal Application is designated for sensitive unclassified personnel information only. Do NOT enter classified information in this system. Unauthorized release of classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view employee Performance Plans; change the Rating Official and/or Higher Level Reviewer; view and print part or an entire plan after it is created; close a plan, and track the status of a plan.

You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select 'Appraisal Plan Type'
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Plans/Appraisals In Progress

Show Me Appraisal Year

Create New Plan

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Rhynes, Conrad Z	Rhynes, Conrad Z	2009	211	16-Mar-2009	NG	Approved	Interim Review Completed	Update <input type="button" value="Go"/>

Select the link to search for Completed Plans.
[▶ Show Completed Plans/Appraisals](#)

From the Main Page the Rating Official selects Update and then the Go button to begin reviewing the Annual Appraisal Self Assessments.



Annual Appraisal- Rating Official

NG PAA - Rating Official

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Employee Information
 Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan | Interim Reviews | **Annual Appraisal** | Other Assessments | Reports/Forms

Plan Details | Mission Goals | Job Objectives | Approvals & Acknowledgments

Plan Details
 This screen provides information about the status of your employee's performance plan. [Need Help?](#)

- Update the Appraisal Type and Appraisal Dates, if necessary.

Important Note: The Appraisal Period Start Date represents the start of your employee's performance evaluation period under this plan. Certain information such as the pay grade and step will be populated on the appraisal form based on this date. For additional guidance select the 'Need Help?' link.

- Change the Rating Official and/or Higher Level Reviewer.
- Transfer the Performance Plan to your employee.

To change a Rating Official, Higher Level Reviewer or both, select the 'Change Rating Official and/or Higher Level Reviewer' button.

When done, select the 'Next' button or the 'Mission Goals' tab.

[Change Rating Official or Higher Level Reviewer](#)

Appraisal Type	Annual Appraisal - NG	Performance Plan Approval Date	16-Mar-2009
* Appraisal Period Start Date	01-Oct-2008	Plan Last Modified Date	
* Appraisal Period End Date	30-Sep-2009	Created By	Blomme, Domingo X
* Appraisal Effective Date	01-Oct-2009		
Rating Official Name	Rhynes, Conrad Z		
Higher Level Reviewer	Fred, Abdul N		

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From the Plan Details Tab the Rating Official selects the Annual Appraisal Tab.



Annual Appraisal- Rating Official

Employee Self Assessment

This is where the employee inputs the Self Assessment

Rating Official Assessment

This is where the Rating Official inputs the assessment



Performance Appraisal Application (PAA)

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Employee Information

Employee Name **Blomme, Domingo X**

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[Assessments and Ratings](#) [Rating of Record](#) [Approvals & Acknowledgments](#)

Assessments and Ratings

This screen allows you to view your employee's job objectives and self-assessment and write your evaluations.

[Need Help?](#)

- Select the 'Radio' button next to the Job Objective you want to evaluate.
- Once all Assessments and Ratings have been assigned to Job Objectives, select the Rating of Record tab.

* Appraisal Type **Annual Appraisal - NG**

Appraisal Period Start Date **15-Oct-2008**

Appraisal Effective Date **24-Sep-2009**

Appraisal Period End Date **23-Sep-2009**

[Appraisal Period End Date](#)

Job Objectives

Select	Order	ObjectiveTitle	Status	Weights % (Optional)	Adjusted Weight	Rating
<input checked="" type="radio"/>	1	test	APPROVED			
<input type="radio"/>	2	test	APPROVED			

Job Objective

test



(Limit to 2000 characters)

Counter 55

Objective Rating

Optional Weight

Adjusted Weight


Job Objective Rating **3**

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This is the location for the Rating Official to input the Annual Appraisal Assessment and the Job Objective Rating. Click on the Rating of Record Tab to continue.



Annual Appraisal- Rating Official

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Employee Information
 Employee Name **Blomme, Domingo X**
[Show Employee Details](#)

Plan **Interim Reviews** **Annual Appraisal** **Other Assessments** **Reports/Plans**

Assessments and Ratings **Rating of Record** **Approvals & Acknowledgments**

Rating of Record
 This screen allows you to review and update Job Objective ratings. Once you have completed your updates, select the 'Approvals and Acknowledgments' [Need Help?](#) tab to complete the process.

Important Note: Only "Approved" Job Objectives will be used to calculate the rating of record and average score. All "Approved" Job Objectives with assigned weights must equal a total of 100%. All weights, assigned and adjusted, must be a minimum of 10% and displayed in increments of 5.

Job Objective Ratings

Order	ObjectiveTitle	Status	Weight % (Optional)	Adjusted Weight	Rating
1	test	APPROVED		<input type="text" value=""/>	<input type="text" value="3"/>
2	test	APPROVED		<input type="text" value=""/>	<input type="text" value="3"/>

Rating of Record
 Average Score **3.00**
 Rating of Record **3**

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From this page the Rating Official can rate the job objective. You will also see the average score and the Rating of Record. From here the Rating Official will go to the Approvals and Acknowledgment Tab.



Annual Appraisal- Rating Official

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NG PAA - Rating Official

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Employee Information
Employee Name: Blomme, Domingo X
[Show Employee Details](#)

Plan | Interim Reviews | **Annual Appraisal** | Other Assessments | Reports/Forms

Assessments and Ratings | Rating of Record | **Approvals & Acknowledgments**

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's Appraisal. [Need Help?](#)

If the 'Start' button is active, select it to complete the process.

Select 'Show' to see the detailed information about the status of your Annual Appraisal.

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	Start
Show	Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed

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From the Approval and Acknowledgments Tab the Rating Official selects the Start button after the Annual Appraisal Assessments are put in for each job objective.



Annual Appraisal- Rating Official

Approvals & Acknowledgments
This screen provides information regarding the status of your employee's performance plan.

- Select the 'Start' button to complete a step.
- Select 'Show' to see detailed information about an approval (date, method of review, etc.).

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
▼ Hide	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Not Started	Start

☒ **TIP** There are two options available to complete this step. If you are both the Rating Official AND Higher Level Reviewer, use Option B to document the approval.

Option A - Transfer to the Higher Level Reviewer (HLR)

Name	Title
Dobles, Titus K	Rating Official
Topps, Donella C	Higher Level Reviewer

☒ **TIP** Please select new HLR from list of values, if required.

Change Higher Level Reviewer

Message to Higher Level Reviewer

This screen provides space for you to send a Higher Level Reviewer a message regarding an employee's Performance Plan. After writing the message, select 'Reviewer with E-mail Notification' button to send the message.

Please review this performance plan and take the appropriate action under the Approvals and Acknowledgments tab.

Notice: You are about to contact Topps, Donella C by e-mail. Due to the unencrypted nature of this e-mail communication, please do not include any non security numbers or privacy act information in your e-mail.


[Cancel](#)
[Transfer to Higher Level Reviewer without E-mail Notification](#)
[Transfer to Higher Level Reviewer with E-mail Notification](#)


From the Approvals and Acknowledgments tab, using Option A, the Rating Official can transfer the plan to the Higher Level Reviewer for review.



Annual Appraisal- Rating Official

Option B - Document the higher level review has taken place by entering the following information:

Higher Level Reviewer 
 Method of Review

Review Date 
 Other Method

Step 2: Higher Level - Review	Not Started	Step 1 must be completed
Step 3: Rating Official - Document Communication to Employee	Not Started	Step 2 must be completed
Step 4: Rating Official - Document Employee Acknowledgment	Not Started	Step 3 must be completed

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Using Option B, the Rating Official can document Higher Level Reviewer concurrence. The Rating Official completes this step once they have reviewed the plan and are ready for second-level review.



Annual Appraisal- Rating Official

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Track Progress Return to Main Page

Employee Information
 Employee Name **Blomme, Domingo X**
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Plan Interim Reviews **Annual Appraisal** Other Assessments Reports/Forms

Assessments and Ratings Rating of Record **Approvals & Acknowledgments**

Approvals & Acknowledgments
 This screen provides information regarding the status of your employee's Appraisal.
 Select 'Show' to see detailed information about the status of your employee's Appraisal. [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	Start
Show	Step 2: Higher Level - Review	Completed	Start
Show	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

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At this point the Rating Official will begin documenting communication to the employee and the acknowledgment of the Annual Appraisal Rating by selecting the Start button.



Annual Appraisal- Rating Official

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Employee Information
 Employee Name **Blomme, Domingo X**
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[Assessments and Ratings](#) | [Rating of Record](#) | **[Approvals & Acknowledgments](#)**

Approvals & Acknowledgments
 This screen provides information regarding the status of your employee's Appraisal.
 Select 'Show' to see detailed information about the status of your employee's Appraisal. [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status	Action
Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed	Start
Show	Step 2: Higher Level - Review	Completed	
Hide	Step 3: Rating Official - Document Communication to Employee	Not Started	Start

Communication Date

Communication Method

Other Method

Rating Official Name

[Save](#) [Print NG Form 430](#)

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From this page the Rating Official documents the communication to the employee of the Annual Appraisal.




Annual Appraisal- Rating Official

The screenshot shows the "Performance Appraisal Application (PAA)" interface. At the top left is the National Guard Bureau logo. To its right is the title "Performance Appraisal Application (PAA)". A navigation bar at the top right contains links: [ICE MyBiz](#), [ICE PAA V2](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#). Below the navigation bar is a section titled "Confirmation" with a blue icon. The text in this section reads: "Once you exit the appraisal, this appraisal will be removed from your Plans/Appraisals in Progress and a copy will be placed under the 'Completed Plans/Appraisals' found on the PAA Main Page. Select the 'Print NG Form 430' button if you wish to print the form prior to exiting this appraisal." Below this text is the question "Do you want to continue?". At the bottom right of the form are two buttons: "No" and "Yes". A black arrow points to the "Yes" button. At the bottom left of the page is a link: [About this Page](#). A second navigation bar at the bottom center contains links: [ICE MyBiz](#), [ICE PAA V2](#), [Diagnostics](#), [Home](#), [Logout](#), and [Preferences](#).

The Rating Official selects the Yes button to complete the Annual Appraisal.



Annual Appraisal- Rating Official



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Employee Information

Employee Name **Blomme, Domingo X**
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[Assessments and Ratings](#) | [Rating of Record](#) | **[Approvals & Acknowledgments](#)**

Approvals & Acknowledgments

This screen provides information regarding the status of your employee's Appraisal.
 Select 'Show' to see detailed information about the status of your employee's Appraisal. [Need Help?](#)

[Show All Details](#) | [Hide All Details](#)

Details	Tasks	Status
▶ Show	Step 1: Rating Official - Request or Document Higher Level Reviewer.	Completed
▶ Show	Step 2: Higher Level - Review	Completed
▼ Hide	Step 3: Rating Official - Document Communication to Employee	Completed

Communication Date 20-Mar-2009

Communication Method Face to Face

Other Method

Rating Official Name Rhynes, Conrad Z

[Save](#) [Print NG Form 430](#)

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The Rating Official selects the Print NG Form 430 to print the document.



Reports and Forms

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Employee

Performance Appraisal Application Main Page

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To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the "Need Help?" link.

[Appraisals of Blomme, Domingo X](#)

Create New Plan

--Choose a Plan Type--

Table Size

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Plan Type	Plan Status	Current PAA Status	Action
Blomme, Domingo X	Blomme, Domingo X	Rhynes, Conrad Z	2009	235	16-Apr-2009	NG	Approved	Plan Approved	<div>Update</div> <div>Update</div> <div>Transfer to Rating Official Reports/Forms</div> <div>Track Progress</div>

Select the link to search for completed plans.

[Show Completed Plans/Appraisals](#)

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From this Main Page the employee, Rating Official, or Higher Level Reviewer can select the Reports/Forms option to begin viewing or printing selectable reports and forms.



Reports and Forms



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Employee Information

Employee Name **Blomme, Domingo X**

View/Print Selected Sections

Selecting the "View/Print Selected Section(s)" button allows you to print the selected sections. This is not an official NGB Form 430.

☐ Select / Deselect All

- ☐ Relevant Organization Mission/Strategic Goals
- ☐ Job Objectives
- ☐ Job Objectives with Interim Review Assessments
- ☐ Job Objectives with Closeout Assessments
- ☐ Job Objectives with Annual Assessments

☐ Performance Rating

[View/Print Selected Section\(s\)](#)

View/Print Form

Selecting the "View/Print Form" button allows you to print the Performance Plan, Interim Review(s)/Closeout Assessment, and Annual Performance Appraisal (NGB Form 430).

[View/Print Form](#)

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These are the different areas of the form available to print. Until the Annual Appraisal is complete the Form 430 will be a working copy.



Reports and Forms

Classified information is a violation of law and may lead to prosecution.

From the Main Page, you can create, update and view your Performance Plans; view and print part or an entire plan after it is created; and track the status of a plan. You can also search for completed plans by selecting the 'Show Completed Plans/Appraisals' link located at the bottom of this page.

To create a Performance Plan:

- Select 'Choose a Plan Type'
- Select Appraisal Plan Type
- Select the 'Go' button

To complete other actions described above:

- Select an option from the Action column
- Select the 'Go' button

Important: To become familiar with the columns, select the 'Need Help?' link.

Appraisals of Willette, Morgan M

Create New Plan

--Choose a Plan Type--

Go

Table Size 10

Employee Name	Current Owner	Rating Official Name	Appraisal Year	Appraisal ID	Plan Approval Date	Type	Plan Status	Current PAA Status	Action
No results found.									

Select the link to search for completed plans.

[▼ Hide Completed Plans/Appraisals](#)

Completed Plans/Appraisals

1. Begin with entering search criteria. The following fields can be entered in any combination; e.g., Appraisal Year only or Appraisal Year and Event.
2. Select the Find button. Your results will be based on your search criteria. If there is no search criteria entered, your results will be all Completed Plans/Appraisals.

Appraisal Year 2009

Event NG Performance Evaluation

Find

Clear

Table Size 10

Appraisal Year	Appraisal ID	Type	Event	Event Completion Date	Reports/Forms
2009	31	NG	NG Performance Evaluation	30-Sep-2009	

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In order to view or print completed appraisals, select Show Completed Plans and Appraisals from the Main Page. From this area you can search by Appraisal Year and print by selecting the printer icon.



Lessons Learned:

- Position Hierarchy has to be reviewed at least bi-annually and when promotions are being processed
- Position supervisory coding must be checked if AGR/TECH Supervisors cannot see their MyWorkplace Responsibilities
- Ensure that all technicians and supervisors register in MyBIZ/MyWorkplace prior to implementation
- Clearly explain the process of each step:
 1. Setting up the Plan
 2. Interim Review
 3. Appraisal Rating
- Watch the deadlines and ensure the mass email gets submitted to NGB-TNH to remind technicians and supervisors of upcoming PAA actions that need to be performed
- Stress that the inclusion dates must be verified in both the plan detail TAB and Job Objectives TABs
- Each level (employee, RO, HLR) must understand their roles completely for the PAA to function effectively
- HRO must be prepared for questions within the ERS/PSM areas. May need to review State Policies